Safe Haven Egrants-Frequently Asked Questions

➢ *I have logged onto Egrants, but the "create application/continue application" buttons are not in blue. How do I proceed?*
  - *You will need to click on the 4th "Click here" and establish user roles. Join your agency and request Program Creator or Program Submitter to be able to complete the application. Your fiscal person will need to do this as well. You will not be able to proceed with the application. If you are creating the entire application, narrative and budget, you will need to fill out this form and check all applicable boxes:*
    http://www.in.gov/cji/files/Security_Roles_Registration_Request_Form.pdf

➢ *I am trying to create a user name and password and the only button available is start over.*
  - *Your password strength MUST BE excellent. You need an upper case, lower case, symbol and number. Our example is Password#1.*

➢ *How do I get back into work on my application once it has been started?*
  - *You can click on the top "click here" and enter your grant number. Once you have entered this it will pull up your main summary information. Scroll down and click on "application" to continue.*

➢ *How do we report a match that is greater than the amount being requested?*
  - *In the budget detail, you cannot report "extra" match, it must match the amount of Safe Haven Funds requested. However, you can include the total match portion in the "Narrative" Match Section-where you select the type of match.*

➢ *Can you use more than one type of match?*
  - *Yes, you just need to make sure the total match amount matches the amount requested from Safe Haven in the Budget Detail. You can report the "extra" match in the "Narrative" Match Section-where you select your type of match.*

➢ *What is the Match amount?*
  - *1:1. If you are requesting $20,000 from Safe Haven, you must match $20,000.*

➢ *In the Implementation Plan can you include multiple people?*
  - *Yes, you will have a maximum amount of characters (click on the gavel for the amount), but you can include anything in the text boxes.*

➢ *Performance Indicators for SRO's*
  - *For right now, just enter "0" in the target boxes. Please try and select the performance measures that you will target from the library. All grantees will be required to submit a programmatic report as the system requires it.*

➢ *Do you personalize the ICJI Performance Indicators per grant type?*
  - *Unfortunately, no, but if you have an SRO or during the school day EBP, you can submit "0" in the targets and chose your own performance indicators.*

➢ *What are the due dates for the performance indicators?*
  - *The end of the grant will be the official due date, however you will report on these in December and again in May.*

➢ *Will the target numbers be left blank on the application?*
  - *No, you want to provide your target number. At the end of the grant period you will see if you met this target.*

➢ *If Safe Haven funded programs last year, is the program being considered a continuation program?*
  - *Yes-the grant isn't new, just the system that we are using to apply and manage the grant has changed.*

➢ *If our program was funded several years ago through Safe Haven, but not last year, is it still considered a continuing program?*
  - *It is considered a new program, but if it is the same program that you are requesting funding, please provide that information. If it is a new program, not following the same format as before, you don't need to report.*

➢ *Can the application be printed out to work on the questions outside of the application?*
  - *Yes-on the Main Summary page, down at the bottom, click on "View Contract." You will need to follow some prompts, but it will pull up the entire application. You will be able to print it out.*

➢ *Will we be able to print the application prior to submitting?*
  - *Yes, on the Main Summary page, down at the bottom, click on "View Contract." Follow the prompts and it will be set up to print.*

- Can the application be completed in Word and copied into the Application through Egrants?
  - Yes, this will help with spell check as well. If you are using an updated internet server, the text boxes have spell check built in.
- In the Budget Detail, do you put the entire salary or just the portion Safe Haven will pay?
  - You will need to do two separate line items for Safe Haven Funds and your Match Funds (ex. SRO-Match). Be sure to indicate which line is the Match. Fringe Benefits are to be included in the salary line item.
- Is there a limit on the grant amount?
  - There is no limit; however after reviewing the applications, the Board of Trustees does establish a maximum amount to be granted per category.
- Will the sample grant be available to view after the webinar
  - Yes it will be posted on the website, in the "View Contract" version.
- I have completed the Main Summary portion, but nothing else is in blue. Does the Main Summary have to be complete?
  - No, the Main Summary does not have to be complete for the remaining sections to be made available. Unfortunately, the system will not "error" if you forget to "Add Recipient as Applicant Agency". Check this button on the right side of your Main Summary Page. Click save and all sections should be in blue.
- In the budget detail section I am not able to click on "add a new line" in the sections.
  - If you are completing the entire application, you must have financial creator as a user role. You can request this through the information above, or by filling out this form: http://www.in.gov/cji/files/Security_Roles_Registration_Request_Form.pdf